

Formal Training Confirmation Letter for Employees

Subject: Confirmation of Training Attendance

Dear [Employee's Name],

This is to confirm your registration and attendance for the [Training Program Name] scheduled on [Date] at [Time] at [Venue].

Please arrive at least 15 minutes early and bring any required materials as instructed in the training guide.

We look forward to your participation and hope you gain valuable knowledge from this session.

Sincerely,

[Your Name]

[Position]

[Organization Name]

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